

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 027-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Public Health Monitoring & Evaluation Assistant, FSN- 08 Trainee  
**THIS IS A TERM POSITION FOR ONE YEAR**

OPENING DATE: May 5, 2015

CLOSING DATE: May 19, 2015

WORK HOURS: Full-time; 40 hours/ week

SALARY: \*Ordinary Resident (OR)  
(Position Grade FSN- 08)

\*Not-Ordinarily Resident (NOR)  
(Position Grade FP-6)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Public Health Specialist (Monitoring and Evaluation). The position is located in the Centers for Disease Control and Prevention (CDC) Section and reports to the Centers for Disease Control and Prevention Director.

## **BASIC FUNCTION OF POSITION:**

Job holder is a senior program specialist and key public health technical advisor to the official responsible for Strategic Information (SI) activities within the agency in Sierra Leone. Job holder works at a project management level with the Ministry of Health, implementing partners, non-governmental organizations, contractors and grantees to coordinate the design and ensure appropriate, high quality implementation and strengthening of monitoring systems and evaluation projects. Also, please see appendix C below.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. THIS IS A TERM POSITION FOR ONE YEAR ONLY.**

- 1. Education:** A Master's degree (or host country equivalent) in Public Health, Epidemiology, Public Policy or equivalent degree with specialization in monitoring and evaluation is required.
- 2. Experience:** A minimum of Three years of progressively responsible, professional-level experience working as an M&E specialist in a health/medical research organization, university or public health program implementing agency is required.
- 3. English Ability:** Level IV (fluency - speaking/reading/writing English is required, this will be tested).
- 4. Other Criteria:** Strong knowledge of monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and data use is required. Good knowledge of data management processes and tools, including web-based database systems is required.
- 5. Other Skills:** Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports. Strong leadership skills are required to lead results-driven project teams and workgroups.
- 6. Interpersonal skills:** Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners and to prepare required written reports.

**SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible

to apply.

4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

**SUBMIT APPLICATION TO:**

The Human Resources Section  
(Application for Public Health Monitoring and Evaluation Assistant, Trainee Grade-08  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075

**POINT OF CONTACT:**

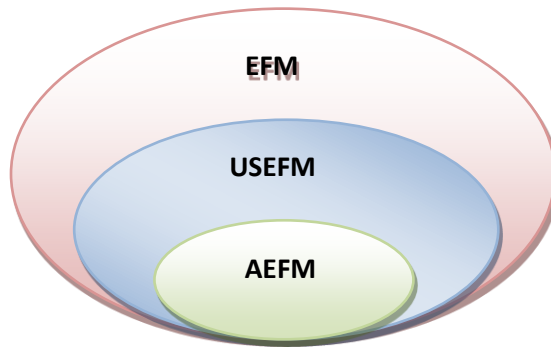
Human Resources Section: 076-515-000

**CLOSING DATE FOR THIS POSITION: May 19, 2015**

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service

member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and
  - Does not ordinarily reside (OR, see below) in the host country; and
  - Is not subject to host country employment and tax laws; and
  - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References



## APPENDIX C

### COMPLETE JOB DESCRIPTION -PUBLIC HEALTH SPECIALIST (MONITORING & EVALUATION)

Job holder is a senior program specialist and key public health technical advisor to the official responsible for Strategic Information (SI) activities within the agency in Sierra Leone. Job holder works at a project management level with the Ministry of Health, implementing partners, non-governmental organizations, contractors and grantees to coordinate the design and ensure appropriate, high quality implementation and strengthening of monitoring systems and evaluation projects. Quantifying progress towards targets set for national Ebola response efforts requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to develop and maintain collaborative working relationships with USG partners at both implementer and national levels. Jobholder represents the agency on M&E issues at technical, policy and strategic planning meetings, including meetings with collaborators and donors.

#### **Program Management**

(75%)

Job holder is responsible for planning, designing and managing the M&E component of the agency's strategic objectives/country operational plan. To achieve results, job holder works directly with the host country Ministry of Health, international organizations, donors, non-governmental organizations, partners, contractors, and other USG agencies. Project management of M&E activities is defined in memoranda of understanding, cooperative agreements, grants, and/or contracts with implementing partners.

#### **Monitoring:**

Provides expert technical assistance for program evaluation activities that focus on priority issues. In coordination with other program offices, develops innovative monitoring tools, where needed and appropriate. This includes Data Quality Assessment tools. Works with the various entities to ensure activity work plans and monitoring plans include relevant and effective performance measures that together provide greater results and more accurate measurements. Ensures that data are properly collected, and that each indicator is an appropriate measure of its corresponding result. Advises and develops training on the process of defining measurable indicators and targets for the desired program results addressed by cooperating partners. Assists partners in preparing their contribution to the monitoring portion of reports through regular consultations and specialized training. Works with partners to ensure understanding of the performance monitoring system and their role in the process. Advises them on specific measurement techniques appropriate for their programs. Provides information to personnel of other USG agencies on M&E concepts, processes, design, training, and practices.

#### **Evaluation:**

Designs the overall evaluation plan, following strategic objectives set for the M&E component of SI goals. Assists technical sections and partners with planning, designing, and implementing their respective evaluation plans. Takes the lead in managing evaluations and supports findings of relevance for more than one activity. Works closely with the host government to ensure that national-level data are available and reliable, and works on an inter-agency basis to ensure that USG results contribute to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are truly attributable to program interventions. Has primary responsibility for development of the M&E section of agency's annual submission for future funding.

### **General Program Management**

Carries out management responsibilities for cooperative agreements, grants and contracts associated with monitoring and evaluation. Job holder provides technical direction for proposals that result in a grant, contract and/or cooperative agreement for M&E programs. This ensures consistency with agency policies and host country policies and regulations.

As a Monitoring and Evaluation Project Management Specialist/ Activity Manager, job holder oversees the public health technical aspects in development of the Scope of Work, Funding Opportunity Announcement, Request for Application, or Annual Program Statement and reviews applications, supplemental awards, and requests for extensions for activities under his/her purview. Once grant/cooperative agreement/contract is in place, participates with implementing partners in the development of work plans for implementation of activities, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

### **Scientific Research**

Contributes to and participates in complex studies and performs research assignments that require independent analysis and interpretation. Such studies and research are cross-cutting and include substantive and often sensitive information. Coordinates with other USG agencies and implementing partners to develop, oversee preparation of, and disseminate the results of evaluations of public health services, including demographic surveys, number receiving treatment, indicator surveys, behavior change surveillance, etc. Takes the lead on additional research-related tasks as assigned.

### **Administrative Management**

**(15%)**

Maintains files and records in the M&E data collection specific to the activities/programs for which incumbent is responsible. Responsible for data integrity and security of information in the reporting databases that may relate to Ebola infection (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and

awards. Whenever possible these records will be filed electronically and entered into the reference system.

Prepares and occasionally presents briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serves as spokesperson as required. Serves as control officer for some site visits for agency and inter-agency senior-level officials.

Monitors and reviews the results achieved by approximately 20 M&E-specific contractors and employees charged with collecting program monitoring data. In addition, Job holder is responsible for providing oversight and monitoring the budgets allocated to M&E implementing/cooperative agreement partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds for adherence to proposed activities; quarterly pipeline reviews/budget status reports, following up on irregular findings, providing advice for realignments of budgets, accruals.

### **Interagency Coordination (10%)**

As a regional and international expert on matters pertaining to emerging disease Monitoring & Evaluation (M&E) programs, job holder represents CDC/Sierra Leone at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties.

Participates in inter-agency strategic planning and administrative meetings for purposes of discussing and developing evaluation targets for furthering the program. Such meetings may include representatives of other USG implementing agencies (Departments of State, Defense, Labor, Commerce, and Health and Human Services (including Centers for Disease Control and Prevention, National Institutes of Health, Substance Abuse and Mental Health Services Administration, Food and Drug Administration) and Peace Corps).

Serves as chair or rotating chair on inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency M&E activities in Sierra Leone. Job holder serves on intra- and inter-branch and agency working groups and projects, frequently taking the project lead role. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special agency tasking, etc. This would include 3-4 projects per year where position would have a lead role.

Assists the Ministry of Health (MOH) in preparing and disseminating white papers, presentations and peer-reviewed journal articles as well as writing national policy documents. As a consultant, job holder represents the agency in the area of program SI/M&E and attempts to influence other collaborative organizations engaged in disease prevention programs to adopt appropriate SI/M&E strategies for their program activities.

Prepares verbal briefings, presentations and written reports for agency leadership and staff as well as other interested parties on the progress of the country agency-funded M&E program activities.

On behalf of the chief of section, incumbent may participate with other M&E professionals on in-country committees for monitoring and evaluation issues. The purpose of such committees is to assess program needs and issues at the local level and develop strategies for communicating these needs/issues to the national level. The committees help to ensure consistency in the implementation of best practices for Ebola and disease prevention issues on a national level. Based on information received in the national committees, job holder may recommend revisions to the Branch and team program policies and guidelines for M&E.

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**